SYLLABUS: MGT 370 – Management Principles
Section 003, TR 8:00 a.m. – 9:15 a.m.
McGee Business Building, Room 455
Spring 2018 – 3 credit hours

Instructor: Jamie N. Derrick
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Phone: 936.569.5000 x.8827
Office Hours: Before or after class
Other times by appointment or email
Department: Management & Marketing
Class Time: TR, 8:00 a.m. – 9:15 a.m.

Course Description: Management philosophy, functions of management, behavioral approaches to management including the impact of demographic diversity on organizations. Presentation of management as a discipline and as a process.

Prerequisite: Junior standing

Textbook: Understanding Management 10th Edition, by Richard Daft & Dorothy Maric, Cengage Learning. MindTap access, which includes an ebook, is required for this course. There is also a traditional textbook available which is bundled with MindTap access (also includes ebook), for those who prefer this option.

Student Learning Outcomes: Upon completion of this course, the student will understand basic theories and insights drawn from the field of management and be able to relate that understanding to organizational settings including but not limited to the following:

1. Describe the basic management functions (planning, leading, organizing & controlling) and the decision-making processes in each of these areas.
2. Understand the importance of diversity and organizational culture in a dynamic and global environment.
3. Understand the importance of ethical decision making and social responsibility.
4. Understand the importance and value of planning as it relates to organizational outcomes.
5. Understand the manager’s role in motivation, leadership, communication and teamwork.

Evaluation/Grading: Student performance will be determined through a combination of measures. This includes three major exams, chapter assignments, and in-class exercises.

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<tr>
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<th>Points Possible</th>
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<tbody>
<tr>
<td>Exam #1</td>
<td>150</td>
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<tr>
<td>Exam #2</td>
<td>150</td>
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<tr>
<td>Exam #3</td>
<td>150</td>
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<tr>
<td>Chapter Assignments (MindTap)</td>
<td>130 (10 pts each)</td>
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<tr>
<td>In-Class Exercises/Pop Quizzes</td>
<td>120</td>
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<td><strong>Total</strong></td>
<td><strong>700</strong></td>
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Final grades are determined on the following point basis:
- 630 points and above: A
- 560 – 629 points: B
- 490 – 559 points: C
- 420 – 489 points: D
- 419 points and below: F

Exams: There will be three (3) major exams worth 150 points each. At the discretion of the instructor, exams may be a combination of multiple choice, true/false, short answer, and/or short essay questions. Exams will cover book content, class discussions, and additional assignments.

Students are allowed to use paper notes during the exams. **Use of digital devices (cell phone, tablet, laptop, etc.) is not allowed during exams.** Any student caught using such a device during an exam will be asked to leave and receive a zero grade for the exam.
Exams must be taken during scheduled exam date/time unless prior arrangements are made for an “officially excused” university or instructor approved absence.

**Chapter Assignments:** Students are required to complete chapter assignments (via MindTap) prior to the due dates stated in D2L.

**In-Class Exercises/Pop Quizzes:** To reinforce course concepts and encourage attendance, the instructor may assign various in-class activities. These assignments will occur throughout the semester with little or no notice provided to students. Students must be in attendance to receive credit for an in-class assignment.

**Class Attendance/Participation:** Students are expected to attend every class and come fully prepared to discuss the text and supplemental material assigned for that day. This includes having read and/or completed assignments prior to class.

At the discretion of the instructor, students engaging in disruptive behavior in class (arriving to class late, leaving early, reading other materials, playing games, engaging in private conversations, sleeping, using technology devices when not part of class assignment/activity, or anything else that detracts from the purpose of the class) may be penalized in a variety of ways. Let the instructor know before class begins if you are expecting an emergency communication. Missing class (either for excused or unexcused reasons) is not an excuse for being unprepared for the next class. You are responsible for obtaining all information, changes, readings, notes, etc. prior to the next class meeting.

**Email Communications with Instructor:** To ensure emails do not get lost or mistakenly deleted, students are required to include the course code, student name, and general description of the email in the subject line for all emails sent to the instructor. [Example: MGT 370 (Jamie Derrick) – Ch. 1 Assignment Question] Email communications that do not follow this format may not be responded to timely or at all.

Additionally, the body of each email should be written coherently with the question or issue described in a clear and thoughtful manner.

As the ability to communicate effectively in a professional manner is a core requirement for success in business, all communications with the instructor (including emails, phone calls, and face-to-face interactions) in and out of the classroom will be considered when determining each student’s attendance/participation grade.

**D2L Technical Support:** For D2L technical support, contact student support in the Center for Teaching & Learning (CTL) at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using D2L, visit SFA ONLINE at [http://sfaonline.sfasu.edu](http://sfaonline.sfasu.edu), where you’ll find written instructions and video tutorials.

**MindTap Technical Support:** Technical support for MindTap is available 24/7 with live chat at [www.cengage.com/support](http://www.cengage.com/support), or M-R 8:30 a.m.-9:00 p.m. EST and Friday 8:30 a.m. - 6:00 p.m. EST at 800.354.9706. There is also a dedicated tech support website for this specific course with alerts and FAQ: [http://support.cengage.com/magellan/ClassLandingPage.aspx?OptyId=1113611](http://support.cengage.com/magellan/ClassLandingPage.aspx?OptyId=1113611)

**Program Learning Outcomes:** Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at [http://www.sfasu.edu/cob/ug-plo.asp](http://www.sfasu.edu/cob/ug-plo.asp).
Student Academic Dishonesty (University Policy 4.1): Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Course Grades (University Policy 5.5): At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.

Students with Disabilities: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4): Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
You are responsible for all information contained in the syllabus and for any changes in the syllabus or schedule. The instructor reserves the right to make any necessary changes to the syllabus and/or schedule, which will be communicated on D2L. It is your responsibility to check D2L regularly for any announcements and/or updates/changes. Any such changes will be announced in class and/or posted on D2L as early as possible. Students missing class or not regularly checking D2L are responsible for obtaining this information. This syllabus is provided to you as a guide for the class content and expectations this semester. It is not a contract and is subject to change as necessary.

Tentative Class Schedule – Timeline
MGT 370.003 – Spring 2018
See D2L for class assignments, updates, and/or changes

<table>
<thead>
<tr>
<th>Week# / Dates</th>
<th>Topic</th>
<th>Chapter Assignment Deadlines (MindTap)</th>
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| 1 Jan 15 – Jan 19 | Course introduction & syllabus review  
Ch. 1 – The World of Innovative Management |  |
| 1/19 last day to register; last day to change schedule other than to drop courses |  |
| 2 Jan 22 – Jan 26 | Ch. 2 – The Environment and Corporate Culture  
Ch. 3 – Managing in a Global Environment | Wed, 1/24 – Ch. 1 & 2 assignments due 11PM |
| 3 Jan 29 – Feb 2 | Ch. 4 – Managing Ethics and Social Responsibility  
Ch. 5 – Planning and Goal Setting | Wed, 1/31 – Ch. 3 & 4 assignments due 11PM |
| 4 Feb 5 – Feb 9 | Ch. 5 – Planning and Goal Setting | Wed, 2/7 – Ch. 5 assignment due 11PM |
| 5 Feb 12 – Feb 16 | EXAM #1 (Ch. 1-5) – Tue, 2/13  
Ch. 6 – Managerial Decision Making |  |
| 6 Feb 19 – Feb 23 | Ch. 6 – Managerial Decision Making  
Ch. 7 – Designing Organizational Structure |  |
| 7 Feb 26 – Mar 2 | Ch. 7 – Designing Organizational Structure  
Ch. 8 – Managing Change and Innovation | Wed, 2/28 – Ch. 6 & 7 assignments due 11PM |
| 8 Mar 5 – Mar 9 | Ch. 8 – Managing Change and Innovation  
Ch. 10 – Understanding Individual Behavior |  |
| 9 Mar 12 – Mar 16 | NO CLASS (Spring Break) |  |
| 10 Mar 19 – Mar 23 | Ch. 10 – Understanding Individual Behavior | Wed, 3/21 – Ch. 8 & 10 assignments due 11PM |
| 3/21 last day to drop, last day to withdraw without WP or WF |  |
| 11 Mar 26 – Mar 30 | EXAM #2 (Ch. 6-10) – Tue, 3/27  
NO CLASS (Thu, 3/29) |  |
| 12 Apr 2 – Apr 6 | Ch. 11 – Leadership |  |
| 13 Apr 9 – Apr 13 | Ch. 12 – Motivating Employees |  |
| 14 Apr 16 – Apr 20 | Ch. 12 – Motivating Employees  
Ch. 13 – Managing Communication | Wed, 4/18 – Ch. 11 & 12 assignments due 11PM |
| 4/23 last day to withdraw from the University |  |
| 15 Apr 23 – Apr 27 | Ch. 13 – Managing Communication  
Ch. 14 – Leading Teams |  |
| 16 Apr 30 – May 4 | Ch. 14 – Leading Teams | Wed, 5/2 – Ch. 13 & 14 assignments due 11PM |
| 17 May 7 – May 11 | EXAM #3 (Ch. 11-14) – Tue, 5/8 8:00am – 10:00pm |  |